

Application for Compensation & Amended Application for Compensation

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Motions/Applications.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Compensation** from the event list. Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer. If the party filer is not listed, click Add/Create New Party. Click **Next.**
8. **Browse** to select the Application for Compensation or Amended Application for Compensation pdf file. Click **Next.**
9. Fill in the **9013 Objection due date** text box. Click **Next.**
10. **Fee and Expense Request screen**

Select the following for the correct Applicant:

- Change the **“Type”** drop down box to the correct title.
- Make sure the correct **“Applicants Filer”** text box is checked.
- Type in the amounts being requested in the **“Fee”** and **“Expense”** text boxes.
- If one of the amounts is **zero, type in 0.00.**

Click **Next.**

NOTE: After you click next, a question will appear once for fees & once for expenses: In order to continue, click **“OK”** for each question.

11. If needed, modify the text according to the court's procedures. Click **Next.**

NOTE: When filing an **Amended Application for Compensation**, click the down arrow and select **Amended**.

12. **Verify** the final docket text before submitting. If correct, Click **Next**.

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

13. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.